

OFFICE OF TRAINING

OPERATIONS SCHOOL
Headquarters Training


CS NAME CHECK COURSE No. 2
22 March-26 March 1965

Room 1A07, Headquarters Building


STUDENT OBJECTIVES

1. To understand the responsibilities of the CS for name checks, both in Headquarters and in the field.
2. To gain an appreciation of the importance of name checking as one phase in the investigative process.
3. To understand the role of records in respect to the name check process.
4. To become familiar with available resources and repositories of information useful in name checking, and to understand how to obtain and exploit them.
5. To become proficient in CS name check procedures and practices.
6. To become familiar with ways of improving the CS Records System in the course of running a name check.

25X1A9a

 Chief Instructor

Office: Room 615, 1000 Glebe Road

 25X1A

SECRET

SECRET

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Monday, 22 March

25X1A9a

0830-0920

Administration and Course
Content

OTR, Chief Instructor

0930-0950

Philosophy of Name 25X1A9a
Checking

DC/SR/CI 25X1A9a

1000-1100

Name Checker's Role and
Its Significance

CI/TRO

25X1A

1110-1200

Reading [REDACTED] and
DCID 5/1 through 5/3)

25X1A9a

1200-1300

Lunch

25X1A9a

1300-1430

Introduction to Non-CS
Indices (Note: See tab
"OCR Resources" in
student kit for reading
material.)

CI/RMO

25X1A9a

1440-1520

Office of Security Indices
(Note: See tab "National
Agency Name Check" in
student kit for reading
material.)

OS/SRD

25X1A9a

1530-1700

The National Agency Name
Check

OS/ID

Tuesday, 23 March

25X1A9a

0900-1020

Biographic Register

OCR/BR

1030-1230

The CS Records System

C/DDP/Systems Group

1230-1330

Lunch

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1330-1420

CS Auxiliary Indices

1430-1500

The [REDACTED] Name Check

25X1A

1510-1600

Film on Name Checking

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Wednesday, 24 March

25X1A9a

0845-1200

The Name Check Cycle-RID
Mechanics (Note: See tab
"Name Check Cycle-RID
Mechanics" for reading
material)


RID/TRO

25X1A9a


DC/RID/Ref. Br.

1200-1300

Lunch

1300-1350

The Name Check Cycle-
RID Mechanics
(Continuation)

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1400-1500

Files and Index Tour

25X1A9a

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1510-1700

The Name Check Cycle-
Practical Exercise

Thursday, 25 March

0900-1200

The Name Check Cycle-
Practical Exercise
(Continuation)

1200-1300

Lunch

1300-1600

The Name Check Cycle-
Practical Exercise
(Continuation)

1600-1630

Written Questions

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Friday, 26 March

0900-1000

Writing a Meaningful Report

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CI/OPS

25X1A9a

1010-1110

Machine Collation Programs

CI/MRO

1120-1230

Written Critiques

25X1A9a

1230-1330

Lunch

1330-1430

Final Seminar

Panel

1440-1500

Final Administration

25X1A9a

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